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3 MAR 1964

MEMORANDUM FOR: Executive Officer

SUBJECT

Activities Report  
(1 December 1963 - 1 March 1964)1. SRD Index Project

a. On 4 December 1963, the Assistant Director for Plans was advised by Security that the general rules for the formatting of personal names as proposed by their DDP Systems Group would be adopted for the conversion of the SRD Index. In addition, DDP was advised that the Office of Security could not be bound to changes of rules in the future once the project was underway but that any recommendations for changes would be reviewed as to feasibility of adoption in the conversion program. The required changes have been made to the editor's manual, in addition, the formatting of the date of birth by DDP has been adopted for the project. There has been no further comment from DDP relative to the compatibility of the SRD Index System with the Walnut Index System and it is believed the matter is no longer a matter of contention.

b. Since the approval of the project by the Executive Officer/Comptroller, CIA, on 20 November 1963, recruiting of contract personnel has been underway, but the number of applications has been small. At first the recruiting effort was limited to dependents within the Office of Security but this proved to be unsatisfactory and was extended to the entire Agency. Approval was not granted to publish an employee bulletin because of the President's program of economy in government. As a result, the recruiting effort was conducted by A&TS on a verbal basis with their counterparts in other components.

c. On 27 January 1964, Mr. [REDACTED] and Mrs. [REDACTED] were appointed Project Manager and Editor Supervisor, respectively. They immediately commenced training for their roles in the project. On

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25X1A9a 3 and 4 February 1964, the first three contract employees - [REDACTED] 25X1A9a  
[REDACTED] - reported for duty. Their time  
has been spent in training as well as a punch operator from OCS and, after  
the initial training, edited approximately 2,000 cards for punching. This  
pilot operation will formalize the editor's manual and disclose any key-  
punching problems. On 24 February 1964, four more contract employees  
25X1A9a reported for duty - [REDACTED] and  
25X1A9a [REDACTED] and are in training.

c. The matter of space is still critical and has caused some concern  
to the officials connected with the project. OCS had previously advised they  
could provide space for at least 18 machine operators in an area adjacent to  
their computer complex and this was confirmed at a meeting in the office of  
the AD/CS on 6 December 1963. OCS was advised that SRD could house  
"6 to 7" editors and inquiry was made of OCS as to whether they could ac-  
commodate the additional 6 editors required for the project. OCS said they  
would look and see if they could but made no promises. On 10 February 1964,  
another meeting was held with OCS on space and it was learned that ADPD,  
now under the jurisdiction of OCS, has orders to move out of South and  
Central Buildings for location in Headquarters Building and would probably  
occupy the area set aside for the 18 machine operators for the project. OCS  
is continuing its efforts to locate space for the machine operators in the  
building. The space in Quarters E is still available and has not been re-  
leased. The 10 February meeting disclosed no disagreements to the location  
of the project in two areas. In the meantime, OS has located space for the  
additional 6 editors adjacent to SRD.

25X1A9a d. On 19 December 1963, the Director of Security and the Assistant  
Director/OCS and members of their staff were briefed by Mr. [REDACTED] and  
the undersigned on the status of the Conversion project, the responsibilities  
of OS and OCS, the training of personnel, and the general procedures relative  
to editing, control and plans for the system.

e. On 18 February 1964, the new 3 x 5 card format was discussed with  
17 clerks from various components of OS (ORD, ID, PSD, OSD and SRD) for  
the purpose of indoctrinating them into the new system. These clerks pre-  
pare the index cards from investigative reports and other material. Another  
meeting will be held in the future to explain the principles of editing in detail.

f. On 26 February 1964, the Director of Security in the presence of  
members of his Staff approved the launching of the OS/ORD Index Conversion  
Program with the editing of the first index cards by the three contract

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employees who had completed their initial training. This was followed by a briefing of the Director and his staff covering the physical layout of the project, card editing and control procedures and other areas as they relate to automation.

g. Two programmers are working full time on card to tape edit and the 3 x 5 print routines.

## 2. Case Processing

A schedule for case processing has been set up for March through July 1964. Before the master punch cards are delivered to the computer room, SRD will call the computer room in order to set the time at which the computer will be ready to do the first runs. This will ensure the cards will go card-to-tape immediately so that the elapsed time for the cards to be out of SRD is reduced to a minimum. The actual reports are due out of the computer room and to SRD on the morning of the following day of the scheduled date.

## 3. Special Security Center

a. Billet System - Three plans were discussed by OCS and the undersigned with officials of the Center on the following basis: one billet equals an array of clearances assigned to a slot; each clearance is an individual billet control number; and billets are a group of unnumbered authorizations to a component for each clearance. After much discussion, it was apparent that neither OCS nor the SCC were entirely sure of the exact details of the system needed. In order to achieve clarification, OCS requested the Center for a paper defining the parameters of the billet system desired in exact terms of scope, work, requirements of the system, and the role of OCS and SSC in this operation. The Center is presently studying the three plans.

b. DD/S&T Project - The reports for this project were submitted to the Center. The figures were analyzed and a report was forwarded to the Executive Officer, DD/S&T. The Chief, Special Security Center, has advised that meetings will be held in the near future on the project.

c. Special Clearance Center - The programs were rewritten for the organizational print-out which will include total personnel in subdivision.

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component, organization and count of consultants.

4. Other Projects

a. Automated Records Disposal Control Project - Action on this has been withdrawn by the OS Records Management Officer.

b. Name Check Automation with ACSI - Contact with the Acting Chief, ID, disclosed that further action on this activity has been deferred for a period of 6-9 months because of the high cost. It was agreed to wait and see how the autodin system works at Holabird as there are indications the system might be operational in the near future.

c. Cost Analysis of a Case - Action is underway to determine the cost of a case for FY 1963. Payroll figures are being obtained from Mr. [REDACTED], A&TS. A study had previously been prepared by A&TS for Fiscal Years 1960 and 1962.

d. Monthly Report - The Director of Security has felt that the monthly report does not adequately reflect all of the activities of the Office of Security particularly in overseas areas involving IRD and the Technical Division. Coordination has been effected with IRD wherein the February report will have pertinent statistics on polygraph operations. A form was devised by the Records Management Officer in coordination with IRD. A study will be made of the overseas reports to determine whether statistics can be generated which are meaningful and can be inserted into the monthly report.

e. Written Summaries and Synopses - The Director of Security has indicated that immediate thought should be given to capturing the synopses and summaries that are now being prepared by the various components of the Office of Security so that through EDP applications, it would be possible to retrieve such synopses and summaries through print-outs. Action has been taken to collect overt and covert summaries for study purposes. It will be necessary to sanitize these summaries in order to discuss them with OCS. One main problem that is apparent is the updating of these summaries by OS components.

f. IRD/OS Use of EKG - Two meetings have been held with Mr. [REDACTED], IRD, relative to the utilization of EKG measurements. [REDACTED] explained his problem as having three parts that he felt OCS could help in solving by computer analysis. These meetings were of an exploratory nature.



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5. Other Activities

a. Assisted in the preparation of a paper for the Deputy Director for Support, subject: "Management Improvement and Cost Reduction Actions."

b. Made arrangements for a tour of SRD for key personnel of Office of Computer Services.

c. Served on a team for OS budget standby on Saturday, 14 December 1963, to answer questions the DDS might ask relative to the statistics used in the budget estimates. 25X1A9a

d. Participated in an ADP briefing of Colonel [REDACTED] and Mr. [REDACTED] 4th OSI, with Messrs. [REDACTED] with emphasis on mutual security automation problems. 25X1A9a

e. Attended a film presentation by the Graphics Register involving an Air Force production on the research, development and application of automatic numerical control in industry. 25X1A9a

25X1A9a f. Visited the computer complex of NPIC in the company of [REDACTED], SO/NPIC. Briefings of the system were given by key automation personnel to Mr. [REDACTED] and the undersigned. 25X1A9a

25X1A9a g. Prepared a draft of a computer security handbook for consideration by Mr. [REDACTED] (the action officer), Mr. [REDACTED] and the undersigned. 25X1A9a

h. Circulated another revision of the polygraph paper, subject: "Dissemination of Polygraph information to Outside Agencies," to OS components for comments or concurrence. The DD/Security is now reviewing the paper.

i. Attended a lecture by Dr. Herman Lambert, Office of City Administrator, New York City, at the National Archives, subject: "Developing and Redesigning Management Information and Reporting Systems." 25X1A6d

j. Attended three half-day sessions of the Printing Services Division Seminar. Toured the plant at [REDACTED]

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k. Attended a lecture by the Senior Forms Consultant, Standard Register Co., subject: "Computer Forms Design Consideration."

l. Completed a special automation requirement for the Security Research Staff. The report will be used in connection with a highly sensitive project.

m. Conducted an ADP orientation (three half-day sessions - same program) for OS clerical personnel covering the history of ADP in CIA, principles of EDP, ADP equipment, information retrieval, document storage and retrieval. Mr. [REDACTED] OCS, was the main briefer with Mr. [REDACTED] Training Branch, assisting each day and serving as the projectionist for the film presentations. A total of 152 employees attended the sessions.

n. Arranged for [REDACTED] and [REDACTED] to attend the February IBM Executive Seminar which covered the functions of data processing, stored program concepts and specific electronic data processing systems.

o. Prepared case load and personnel statistics for the Director of Security to be used in a briefing of Department of Army officials.

p. Prepared and forwarded to the General Counsel, Department of the Army, a memorandum on the CIA Personnel Security Program. This paper contained the pertinent remarks of the Director of Security of an oral briefing given earlier to that office.

q. Participated in a briefing of automation index problems with Mr. [REDACTED] ONI, and three cleared employees of FMA, Inc.

Signed

[REDACTED]  
Special Assistant, Executive Staff (ADP)

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